

PERSONNEL PROFILE UPDATE

TO BE COMPLETED BY EVERY EMPLOYEE

DEPARTMENT:

Please complete, place in the attached envelope, and return to your department/agency personnel office. This information will be maintained only in personnel files which must be kept confidential under state law. The purpose of the information is to evaluate our efforts to have a representative workforce.

NAME:

SOCIAL SECURITY NUMBER:

DISABILITY A disability is any physical or mental impairment which substantially limits one or more major life activities. A person with a disability is one who: (i) has such an impairment; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment. The reporting of a disability is voluntary.

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| <p>A <input type="checkbox"/> None/prefer not to report</p> <p>B <input type="checkbox"/> Blind or severely visually impaired</p> <p>C <input type="checkbox"/> Deaf or severely hearing impaired</p> <p>D <input type="checkbox"/> Loss or limited use of arms and/or hands</p> <p>E <input type="checkbox"/> Non-ambulatory (must use wheelchair)</p> <p>F <input type="checkbox"/> Other orthopedic impairment (including amputation, arthritis, back injury, cerebral palsy, spina bifida, etc.)</p> | <p>G <input type="checkbox"/> Respiratory impairment</p> <p>H <input type="checkbox"/> Nervous system/Neurological disorder</p> <p>I <input type="checkbox"/> Mentally restored</p> <p>J <input type="checkbox"/> Mental retardation</p> <p>K <input type="checkbox"/> Learning disability</p> <p>L <input type="checkbox"/> Others (heart disease, diabetes, speech impairment)</p> <p>M <input type="checkbox"/> Other (please specify)</p> |
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VETERANS Are you a Veteran?

A veteran with an honorable discharge who served on active duty between August 5, 1964 and May 7, 1975 is considered a Vietnam Era veteran.

- N ☐ No, I am not a veteran
- Y ☐ Yes, Non-Vietnam Era Veteran
- V ☐ Yes, Vietnam Era Veteran
- D ☐ Disabled Non-Vietnam Era Veteran
- E ☐ Vietnam Disabled Veteran

RACE

- 1 ☐ White
- 2 ☐ Black
- 3 ☐ Hispanic
- 4 ☐ Asian (including Pacific Islander)
- 5 ☐ American Indian (including Alaskan Native)

SEX

- M ☐ Male
- F ☐ Female